

PART I – THE SCHEDULE

SECTION G - CONTRACT ADMINISTRATION DATA

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PART I – THE SCHEDULE

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 CORRESPONDENCE PROCEDURES

To provide timely and effective administration, correspondence (except for invoices) submitted under this Contract shall be subject to the following procedures:

- (a) Non-technical Administrative Correspondence. All correspondence, other than technical correspondence, shall be addressed to the Contracting Officer, with information copies of the correspondence to the Contracting Officer's Representative.
- (b) Technical Correspondence. Technical correspondence concerning performance of this contract shall be addressed to the Department of Energy (DOE), Savannah River Operations Office, Contracting Officer's Representative, with an information copy to the Contracting Officer. Technical correspondence pertains to issues relating to work effort of the contract (i.e., requests for interpretation of contractual requirements for performance) or requests for approval of reports, drawings, or other work products.
- (c) DOE Property Manager. The DOE Property Manager identified for this contract is provided below. The Contractor may use the Property Manager as a point of contact for guidance and assistance involving property requirements. The Contracting Officer shall be contacted for any matter which involves a proposed change in any of the expressed terms and conditions of the contract:

Savannah River Operations Office
DOE Property Manager
P.O. Box A
Aiken, SC 29802

- (d) Contracting Officer's Address. The address is as follows:

Office of Contracts Management
Contracting Officer
U. S. Department of Energy
Savannah River Operations Office
P.O. Box A
Aiken, SC 29802

- (e) Subject Line(s). All correspondence shall contain a subject line commencing with the contract number as illustrated below:

SUBJECT: CONTRACT NO. To be filled in at time of contract award

G.2 GOVERNMENT CONTACT FOR POST AWARD ADMINISTRATION

- (a) The Contractor shall use the following DOE Contract Specialist as the point of contact for all matters regarding this contract, except technical matters.

U.S. Department of Energy
Savannah River Operations Office
Attn: To be filled in at time of contract award
P.O. Box A
Aiken, SC 29802
Telephone Number: (803) 952-To be filled in at time of contract award

- (b) The designated paying office for direct payment of invoices under the Contract is:

Direct Mail Address:

U.S. Department of Energy
Oak Ridge Financial Services Center
P.O. Box 4307
Oak Ridge, TN 37831

Express Courier Address:

U.S. Department of Energy
Oak Ridge Financial Services Center
200 Administrative Road
Oak Ridge, TN 37831

G.3 DOE PATENT COUNSEL

Correspondence being sent to the DOE Patent Counsel should be addressed as follows:

Office of Chief Counsel
Patent Counsel
U.S. Department of Energy
Savannah River Operations Office
P. O. Box A
Aiken SC 29802

G.4 CONTRACTING OFFICER'S REPRESENTATIVE

The Contractor shall use the following DOE Contracting Officer's Representative as the point of contact for all technical matters regarding this contract, subject to the restrictions described in Section H.41 "Technical Direction".

U. S. Department of Energy

Savannah River Operations Office
Attn: To be filled in at time of contract award
P. O. Box A
Aiken, SC 29802
Telephone Number: (803) 952-To be filled in at time of contract award

G.5 CONTRACTING OFFICER

The primary Contracting Officer responsible for administration of this contract is (To be filled in at time of contract award). This individual shall be primarily responsible for all contractual actions required to be taken by the Government under the terms of this contract.

Notwithstanding the above, in the event the above named individual is absent for an extended period or an urgent action is required, any other duly appointed Contracting Officer assigned to the Savannah River Operations Office shall be authorized to take the required contractual action(s) within the limits of his/her authority.

G.6 CONTRACTOR'S POINT OF CONTACT

The Contractor shall identify to the Contracting Officer the official who has the authority and is responsible for managing, administering, and negotiating changes to the terms and conditions of this contract, as well as executing contract modifications on behalf of the company.

G.7 SPECIAL PROMPT PAYMENT PROVISIONS

- (a) Any time before final payment, the Contracting Officer may have the Contractor's invoices or vouchers and statements of cost audited. Any payment to the Contractor may be:
 - (1) Reduced by amounts found by the Contracting Officer not to constitute allowable costs, or
 - (2) Adjusted for prior overpayments or underpayments.
- (b) The Contractor may expect that invoice review, as set forth in FAR 32.9 Prompt Payment, will be performed in the 30 business day period succeeding invoice submission. Normally corrections will be seen on the invoice following the one in which adjustments are made. DOE's rights shall remain and are not limited to that initial 30 business day period.